



West Basin Municipal Water District

Request for Proposal (RFP) Announcement

To Provide Program Management & Outreach Services for the Comprehensive Water Conservation Project (CWCP) in the City of Malibu and the surrounding Los Angeles County Unincorporated Areas (Topanga)

November 4, 2016

Brief Program Description:

The goal of this Program is for West Basin and its program partners to hire a qualified Program Manager (PM) to develop and implement effective strategies and methods to educate, motivate and meet with members of the local communities served by Los Angeles County Waterworks District 29 (Waterworks), including the City of Malibu, and the surrounding Los Angeles County Unincorporated areas (Topanga) in order to assist them to make changes to conserve water, reduce runoff, and become more sustainable. The program also requires grant reporting, scheduling, tracking, attending meetings, and other tasks as provided in the Scope of Work and accompanying documents.

Bidding Instructions:

In order to bid on West Basin's Solicitation, qualified bidders must register onto West Basin's Network Bid System (registration is free) in order to obtain the RFP and associated / required documents. West Basin will not email the RFP and only utilize the Network bid system for its bidding process. Any future Addendums to this Solicitation will be provided through the same Network bid system.

To become a registered vendor and access the RFP, here are the following instructions:

1. Go to West Basin web site at, www.westbasin.org
2. Click on the top tab labeled, "Doing Business with Us"
3. Click on the "Vendor Registration Page" link
4. At the bottom of the page, click on "Proceed to Registration Area"
5. Enter Company Information

Once registered, use the following RFP name, RFP # or NAICs Codes to locate the RFP and associated documents. A total of 5 documents were posted: 1) RFP, 2) Scope of Work, 3) Sample Agreement, 4) Acceptance Letter (Mandatory), and 5) Budget Sheet.

- RFP Name = Comprehensive Water Conservation Program, RFP # = RFP-GM-1116001
- NAICs Codes

91826 – Public Relations Consultants	91875 – Management Services
91876 – Marketing Consultants	95825 – Conservation / Resource Management Services

If you are unable to locate the RFP or associated documents, email Mr. Gus Meza at gusm@westbasin.org for assistance.

A **Mandatory** in-person Pre-Bid Meeting will be held on **Monday, November 21, 2016, at 10am** (Pacific Time) at West Basin's Donald L. Dear Headquarters' Building, located at 17140 S. Avalon Blvd., Suite 210, Carson CA 90746. **All attendees at the Mandatory pre-bid meeting must be registered on the Network Bid System.**